

## **Adult Foster Care**

### **I. Service Definition**

Adult Foster Care (AFC) provides placement in foster care homes for those clients eighteen (18) years of age, or older, who are normally able to manage activities of daily living (ADL's). These clients require minimal supervision with instrumental activities of daily living (IADL's) and/or prompting with ADL's. These individuals are not fully capable of living independently, but are able to remain in the community with the support provided in a foster care residential setting. Therefore, the provider is not to give hands-on care.

### **II. Service Goal**

Adult Foster Care is to provide room and board, as well as the necessary supervision to allow the client to maintain the greatest level of independence as possible within a residential setting.

### **III. Service Area**

Adult Foster Care is available statewide. Yet, providers may apply for specific areas throughout the state in which to service.

### **IV. Service Eligibility**

Individuals must be:

- At least eighteen (18) years of age
- A resident of the state of Delaware
- A Social Security Insurance (SSI) recipient and eligible applicant for the SSI optional state supplement
- Able to meet the eligibility criteria established by the Division of Services for the Aging and Adults with Physical Disabilities (DSAAPD) and be assigned an AFC level of care (LOC) by DSAAPD.
- Able to self-administer medications
- Able to meet eligibility criteria established in accordance with Long Term Care Residency Protection rules regulations.

### **V. Required Service Components**

The Division of Services for Aging and Adults with Physical Disabilities will determine eligibility for all clients and will process all referrals.

The service provider will:

- Recruit and maintain an inventory of foster-care homes that offer placement in a variety of socio-economic levels and cultural backgrounds.

**V. Required Service Components (cont.)**

- Evaluate the prescreened client to determine placement suitability.
- Notify the DSAAPD Senior Social Worker/Case Manager, within thirty (30) days of the referral, with a decision accepting, or declining, the client for AFC service. If the provider declines the client, they must notify the DSAAPD Senior Social Worker/Case Manager in writing, outlining the reason (s) for denying the client.
- Place an accepted, eligible client in an ACF home within thirty (30) days of the referral, unless the DSAAPD Senior Social Worker/Case Manager grants an exemption for an extended timeline.
- Develop a "Board and Care Plan" for the client, as well as formulate the planning and preparation of the client, their support network, and sponsor for placement. The "Board and Care Plan" must include a contingency plan outlining alternative measures for continued care if, for some reason, the sponsor becomes unable to provide supervisory care in the home.
- Continue to provide continuous support and case management to the client and sponsor, as well as conduct an in-home monitoring quarterly visit, equaling a minimum of four (4) visits per fiscal year. The provider will notify the Senior Social Worker/Case Manager of any issues impacting, or jeopardizing, AFC placement status.
- Notify the Senior Social Worker/Case Manager if a client is transferred into another sponsor's home. Notification, along with an explanation, must be given to the Senior Social Worker/Case Manager prior to the clients transfer.
- Notify the Senior Social Worker/Case Manager of any change in the medical condition of the client, or changes in income, or any other resources, which would impact the eligibility of the client. The Case Manager will then notify the Registered Nurse (RN). If hospitalized, or placed in a nursing home, due to a change in medical conditions, the provider's RN must evaluate the client's eligibility prior to their reentry into the sponsor's home.
- Notify and coordinate with the DSAAPD Senior Social Worker/Case Manager, and/or the DSAAPD RN, to address any changes regarding the client's behavioral/mental status that might impact the client's placement in the sponsor's home, or AFC eligibility.
- Coordinate with the DSAAPD Senior Social Worker/Case Manager should the client become unsuitable for placement in AFC. Jointly, the provider and the Senior Social Worker/Case Manager will develop, and implement, a termination plan, or alternative placement plan. If the reason(s) for termination are unrelated to the client's medical condition, the provider must present a written explanation, as well as the steps taken to resolve the issues, prior to termination.
- The provider must give the Senior Social Worker/Case Manager a thirty (30) day (minimum) notice of termination.

## **VI. Contract Type**

Cost Reimbursement

## **VII. Method of Payment**

Monthly advanced payment to the provider to be applied to the incurring of and payment for allowable costs based on the approved line item/cost category budget.

## **VIII. Reporting Requirements**

A Quarterly Financial Report is required and must be received by DSAAPD no later than twenty-one (21) calendar days following the end of the quarter. Each report must contain a live signature (preferably in blue ink) of the official who completed the report. The phone number and the date the report was completed are also required. A final financial report is due to the Division within ninety (90) calendar days after the program end date.

Additional information on these reports can be found in the DSAAPD Contract Management Policies and Procedures Manual.